



IDAHO
DEPARTMENT OF FINANCE

C.L. "BUTCH" OTTER
Governor

GAVIN M. GEE
Director

2018/2019 REGULATED LENDER AND PAYDAY LENDER LICENSE RENEWAL PROCESS INSTRUCTIONS

For Use by Licensees Filing Paper Forms
With Licenses Reflecting an Expiration Date of May 31st

*To Avoid Delays, or Potential Interruption of Business Activities, the Department Encourages
Submission of License Renewal Forms by no later than May 1, 2018*

The 2018/2019 Regulated Lender and Payday Lender Renewal period is currently in process. Renewal forms may be found on the Department of Finance website at www.finance.idaho.gov/ConsumerFinance/ConsumerLenderForms.aspx. **LICENSE RENEWAL APPLICATION FORMS WILL NOT BE MAILED TO LICENSEES.** If you have any difficulty retrieving these documents from the Department's website, please call: (208) 332-8002 option 5.

Please read the renewal form and these instructions carefully as some questions have been deleted and new questions regarding residential mortgage loan servicing have been added. The instructions contain important information needed to successfully complete the license renewal process. Licenses that do not have renewal application packages postmarked *and completed* by **May 31, 2018**, will expire by operation of law and all Idaho licensable business activities will have to cease.

License Renewal Applications not submitted by May 31, 2018, and License Renewal Applications that are not completed by May 31, 2018, will be eligible for reinstatement of the license(s) with the payment of a Reinstatement Fee of \$200, in addition to the \$150 Renewal Fee, per license per location and completion of all renewal requirements. The reinstatement period will be available through July 31, 2018. During the reinstatement period no Idaho licensable business activities may be conducted until the license renewal application is approved and a new expiration date of May 31, 2019, is reflected on the Department's website. Licenses not fully renewed by July 31, 2018, will remain permanently expired.

The Department strongly encourages its licensees to **BEGIN THE RENEWAL PROCESS IMMEDIATELY TO HELP ENSURE AGAINST UNNECESSARY INTERRUPTION OF BUSINESS ACTIVITIES.** Licensees who delay the submission of their license renewal application forms typically find that they do not have adequate time to cure license renewal deficiencies, which leads to the unnecessary expiration of existing licenses and the necessity of paying reinstatement fees.

CONSUMER FINANCE BUREAU
800 Park Blvd, Ste 200, Boise, ID 83712
Mail To: P.O. Box 83720, Boise ID 83720-0031
Phone: (208) 332-8002 Fax: (208) 332-8096
<http://finance.idaho.gov>

PROTECTING THE INTEGRITY OF IDAHO FINANCIAL MARKETS

Note: Licensees who fully complete transition of their company and branch licenses to the Nationwide Multistate Licensing System (NMLS) prior to May 31, 2018, reflecting a current license expiration date of December 31, 2018, and an “Approved-” status, DO NOT have to file the annual paper renewal application form but MUST file the 2017 Annual Report of lending activity. If your firm does NOT have a **completed** license transition to NMLS by May 1, 2018, it is strongly suggested that a paper license renewal package be submitted to the Department by May 1, 2018, in order to avoid a possible interruption in business activities. Any duplication of fees paid will be refunded once the transition to NMLS is completed. If the transition is not completed timely or the licensee withdraws a transition request, any fees paid through NMLS will NOT be refunded.

PAPER LICENSES ARE NOT ISSUED BY THE DEPARTMENT OF FINANCE UPON SUCCESSFUL RENEWAL. To verify renewal completion, or to verify active licensure, please visit the Department’s website at:

www.finance.idaho.gov/ConsumerFinance/ConsumerCreditLicense.aspx.

Please check each category of license type from the drop-down menu if you do not immediately find a listing of your organization. Renewed licenses will reflect a new expiration date of May 31, 2019.

If you have any questions, please contact the Licensing Section of the Consumer Finance Bureau at (208) 332-8002 option 5 or via email at: icc.mail@finance.idaho.gov.



Regular Mail:
Idaho Department of Finance
P.O. Box 83720
Boise, ID 83720-0031
(208) 332-8002

Overnight Mail:
Idaho Department of Finance
800 Park Boulevard, Suite 200
Boise, ID 83712

2018 ANNUAL RENEWAL FORM FOR IDAHO LICENSED REGULATED LENDERS AND PAYDAY LENDERS

(The term "Regulated Lender" includes finance companies, wholesale mortgage lenders, and vehicle title lenders)

This License Renewal package should be completed **ONLY** by licensees that continue to manage their licenses in the "paper format," with a license expiration date of May 31, rather than by utilizing the online Nationwide Multistate Licensing System (NMLS)

Full Legal Name of Applicant		License Number ("Home/Main" Office)
DBA, or Assumed Name of Applicant, if Applicable:		<u>EIN/TIN</u>
Home/Main Office Street Address:		
City:	State:	Zip Code:
Mailing Address (street or post office box):		
City:	State:	Zip Code:
Business Phone Number:		Business Fax Number:
Email Address:		Website: www.
Complaint Contact Phone Number:		Complaint Contact Person:
		Email:

PLEASE ANSWER THE FOLLOWING. DO NOT LEAVE ANY ANSWERS BLANK.

1. **Has the manager/branch manager for this "home/main" office location, or of any branch office location, changed since the last license renewal or since initial licensing if after April 1, 2017?** Yes_____ No_____
***If yes, please provide a Form(s) ICC2 and a detailed resume(s) of experience for each new manager
2. **Has the licensee made any changes to its name, d/b/a, Control Persons or structure type since the last license renewal or since initial licensing if after April 1, 2017?** Yes_____ No_____
***If "Yes" please contact the Department for additional filing instructions prior to filing renewal application.
3. **Contact Person:**
This person will be responsible for all Department communications such as licensing, license renewals, examinations, newsletters, press releases, etc., and dissemination to any appropriate parties. Provision of a contact name and email address, and keeping them current on file with the Idaho Department of Finance is the responsibility of the licensee and is mandatory to obtain and retain a license.

Name		Phone/Fax
Address		Email (email address is required)

4. The licensee remains in good standing and current with the Idaho Secretary of State's office. Yes_____ No_____ Includes any d/b/a names used in Idaho. *License cannot be renewed if filing is not in good standing.*
5. The background disclosure information previously provided to the Department in any license application/renewal process is accurate and current including, but not limited to, criminal, civil, arbitration, termination and regulatory disclosures pertaining to the licensee, its officers, directors, members, partners, and parties with a twenty-five percent (25%) or more equity ownership in the licensee. Yes_____ No_____
6. The licensee, if conducting lending activities on dwellings (as defined by the federal truth in lending act which includes manufactured housing and other structures used as residences) in Idaho, has registered on the Nationwide Multistate Licensing System (NMLS) and has licensed any mortgage loan originators as defined in the Idaho SAFE Mortgage Licensing Act (Idaho Code 26-31-301). Yes_____ No_____

(If you marked "No" to 4, 5, or 6, above please contact the Department for filing instructions before submitting a renewal request)

PLEASE SUBMIT A COMPLETE RENEWAL PACKAGE BY MAY 1, 2018

License renewal applications received after May 1, 2018, may not be able to be timely processed to allow correction of any deficiencies. Approved license renewals will be posted daily to the Department's website at www.finance.idaho.gov reflecting the new license expiration date of May 31, 2019. Attempted status checks will delay the process. Renewals not postmarked AND complete by May 31, 2018, will cause the license(s) to expire by operation of law.

License Renewal Applications not submitted by May 31, 2018, and License Renewal Applications that are not completed by May 31, 2018, will be eligible for reinstatement of the license(s) with the payment of a Reinstatement Fee of \$200 per license per location and completion of all renewal requirements, including the renewal fee of \$150 for a total of \$350 per license per location. The reinstatement period will be available through July 31, 2018. During the reinstatement period no Idaho licensable business may be conducted until the license renewal is approved and a new license expiration date of May 31, 2019, for the licensee is reflected on the Department's website. Licenses not fully renewed by July 31, 2018, will remain permanently expired.

PAPER LICENSES ARE NOT ISSUED UPON COMPLETION OF THE LICENSE RENEWAL PROCESS. LICENSE STATUSES MAY BE VERIFIED ON THE DEPARTMENT'S WEBSITE AT www.finance.idaho.gov.

EACH RENEWAL PACKAGE MUST CONTAIN THE FOLLOWING:

- A. **Completed License Renewal Form Identifying EACH Location to Be Renewed**
DO NOT LEAVE ANY SECTION BLANK
- B. **Submit complete bank statements for the immediate preceding 2 months, showing the account(s) in the name of the licensed entity and evidencing the minimum average monthly balance of required liquid assets.** *(Licenses beginning with RRL/RTL must show \$30,000 at a minimum maintained between all accounts submitted. Licenses beginning with RPD must show a minimum of \$30,000 plus an additional \$5,000 for each Idaho location up to a maximum of \$75,000 maintained between all accounts submitted)*
- C. **Completed Annual Report reflecting 2017 lending activity**
- D. **Current Management Chart and current Organization Structure Chart**
- E. **\$150 Renewal Fee for EACH license at EACH Licensed Location** *(e.g. one regulated lender license plus one payday lender license at 123 Main Street would be 2 x \$150 = \$300). If filed after May 31, 2018, include an additional \$200 as a reinstatement fee per license per location.*

I affirm that the forgoing statements and any attachments, including bank statements, disclosures, explanations or other submitted documentation or representations, are true and correct to the best of my knowledge. I further certify, that I have read and agree to fully abide by the provisions of the Idaho Credit Code and will not engage in any prohibited practice thereunder.

I understand that any false or misleading information in this renewal application or attachment submitted as part of this renewal application may be grounds for administrative action.

Signature (person authorized to sign on behalf of Licensee)

Printed Name

Date

Title

Email

Phone

Licensed Locations to be Renewed

Complete the following information for all **existing** licenses to be renewed (*except for those with a May 31, 2019, expiration date listed on the Department's website at www.finance.idaho.gov*). Attach additional page(s) if necessary.

Be sure to include all required information and appropriate license renewal fees for each license at each location – or license renewal applications cannot be completed.

A list of license numbers is available on the Internet at www.finance.idaho.gov

License Number	Physical Street Address	DBA (if applicable)	Branch Manager in Charge*	Phone	Fax	Email** for this location

***If different than listed on the Department's website, refer to question one (1) for information to be provided.**

**** Provision of an email address and keeping it current with the Department of Finance is the responsibility of the licensee and is mandatory to obtain and retain a license.**

License Number	If any license has a mailing address that is different than the physical address above, list it here

IDAHO 2017 ANNUAL REPORT

Complete this form **ONLY** for Idaho activity conducted in 2017

Due By May 31, 2018

Consumer Purpose Lending-Lending made primarily for personal, family or household use to Idaho residents.	Home/Main Office NMLS ID# _____ <i>Complete only if you maintain your Idaho license on NMLS</i>	
Mortgage Lenders: Activity to be reported consists only of subordinate lien loans on a primary residence located in Idaho.	Licensee Name & Home/Main Office License # _____ _____	
Mortgage Servicers: Activity to be reported consists of first party and third party mortgage servicing of residential properties located in Idaho regardless of occupancy type (owner, 2nd home, investment).	Send the completed Annual Report Form to the Idaho Department of Finance at ICC.mail@finance.idaho.gov, fax #208-332-8086 or mail to PO Box 83720, Boise, Idaho 83720-0031.	
1. TOTAL REGULATED CONSUMER LOANS MADE IN 2017:	\$\$\$ Dollar Amount	## Number of Accounts
A. Secured by (do not include single payment Title Loans reported in Section 5 below)		
Residential Real Property (subordinate lien only):	\$ _____	# _____
Other (car, boat, RV, furniture, etc.):	\$ _____	# _____
B. Unsecured (do not include Payday Loans reported in Section 4 below)		
Credit Card:	\$ _____	# _____
Other (signature, etc.):	\$ _____	# _____
2. TOTAL REGULATED CONSUMER LOANS THAT, IN 2017, RESULTED IN:	\$\$\$ Dollar Amount	## Number of Accounts
A. Repossession:	\$ _____	# _____
B. Foreclosure:	\$ _____	# _____
3. IDAHO RESIDENTIAL FIRST MORTGAGE LOANS SERVICED:	\$\$\$ Dollar Amount	## Number of Accounts
A. Total FIRST MORTGAGE loans being serviced as of December 31, 2017 (regardless of loan originating firm)	\$ _____	# _____
B. Total FIRST MORTGAGE loans being serviced that were delinquent or in default as of December 31, 2017 (regardless of loan originating firm)	\$ _____	# _____
C. Total SUBORDINATE LIEN MORTGAGE loans being serviced as of December 31, 2017 (regardless of loan originating firm)	\$ _____	# _____
D. Total SUBORDINATE LIEN MORTGAGE loans being serviced that were delinquent or in default as of December 31, 2017 (regardless of loan originating firm)	\$ _____	# _____

4. SHORT-TERM PAYDAY LOANS* MADE IN 2017:	5. SHORT-TERM VEHICLE TITLE LOANS** MADE IN 2017:
•Total dollar amount loaned in 2017: \$ _____	•Total dollar amount loaned in 2017: \$ _____
•Total number of payday loans made in 2017: # _____	•Total number of initial 30-day title loans made in 2017: _____
•Smallest loan made: \$ _____	•Total number of loans refinanced/renewed in 2017: _____
•Largest loan made: \$ _____	•Smallest title loan made: \$ _____
•Current fee charged on \$100 loaned per 14-day period: \$ _____	•Largest title loan made: \$ _____
•Average loan term in days: _____	•Current finance charge on \$100 loaned per 30-day Period: \$ _____
•Number of loans renewed in 2017: _____	•Total number of vehicles repossessed in 2017: _____
•Number of returned NSF checks in 2017: _____	•Total number of vehicles sold after repossession in 2017: _____
•Total number of lawsuits filed against payday loan borrowers in 2017: _____	•Total number of lawsuits filed against title loan borrowers in 2017: _____
•Total number of payday loans rescinded by next business day per Idaho Code §28-46-413(12): _____	•Total number of title loans rescinded by next business day per Idaho Code §28-46-506(2): _____
•Total number of extended payment plans entered into in 2017: _____	
•Total number of extended payment plans successfully completed in 2017: _____	
* Short-term consumer loans of \$1,000 or less plus fees, secured by the borrower's personal check or the electronic equivalent.	** Consumer purpose loan of 30 days or less that is secured by a non-purchase money security interest in titled personal property and that is scheduled to be repaid in either a single installment or in multiple installments that are not fully amortized.

Certification of an owner, officer, partner or member: I HEREBY CERTIFY that the statements contained in this report or any attachments are true and correct, and represent the loan and/or servicing activity of the above-named lender for the period January 1, 2017, through December 31, 2017.

Signature: _____ Phone: _____
Printed Name: _____ Fax: _____
Title: _____ Date: _____
Email: _____